



# PURCHASE ORDER

CIAP-F-PRO-002 || Rev. 1 || 07/03/2022

Supplier/Provider : <u>PAPERLINE ENTERPRISES, INC.</u> 1140 Chino Roces Ave., San Antonio Village Makati City	P.O. No. : <u>2023-12-085</u>
Address: <u>Makati City</u>	Date : <u>27 December 2023</u>
Tel. / Fax No.: <u>88970135/88995860/88955870</u>	P.R. No. : <u>23-11064</u>
TIN: <u>009-708-837-000</u>	Date : <u>12 October 2023</u>
	Mode of Procurement: <u>Shopping B (Sec. 52.1.b)</u>

3 Sir / Ma'am:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Item No.	Stock No.	Qty.	Unit	Description	Cost	
					Unit	Total
1		15	Piece	UK Handy 2" Packaging Tape Dispenser	₱ 56.00	₱ 840.00
2		200	Piece	Ballpoint Pen, Black, HBW	₱ 5.00	₱ 1,000.00
3		200	Piece	Ballpoint Pen, Blue, HBW	₱ 5.00	₱ 1,000.00
				***Nothing Follows***		

Amount in Words: <u>TWO THOUSAND EIGHT HUNDRED FORTY PESOS ONLY</u>	Total ₱ 2,840.00
	*Subject to applicable taxes
	Total ₱ 2,840.00

4 Place of Delivery: CIAP Makati Office Payment Term:  Check Payment (Landbank); 30 calendar days after complete delivery  
Date of Delivery: \_\_\_\_\_ Delivery Term:  Pick-Up  Deliver within 15 calendar days from receipt of PO by supplier

5 Penalty Provision:  
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed on the undelivered item/s.

Conforme: PRUDENCIO Y. REYES III Very truly yours, DELIA B. PERLADA  
President Officer-in-Charge, CIAC  
Authorized Supplier Signature over Printed Name  
1/14/2024 Date \_\_\_\_\_ Date \_\_\_\_\_

6 Fund Cluster: CIAC Fund (07) ORS/BURS No. : CHF# 2023-11-023  
Funds Available: \_\_\_\_\_ Date of the ORS/BURS: 11/17/23  
PERLITA M. RASING Amount: ₱ 2,840.00  
Chief Accountant/Head of Accounting